



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 7042.1B
Code 70
26 MAY 94

PERSUPPACT SAN DIEGO INSTRUCTION 7042.1B

Subj: CASH MANAGEMENT

Ref: (a) DODFMR Volume 5

Encl: (1) Daily Agent Accountability Summary (DD Form 2665)

1. Purpose. To provide guidance and amplify instructions contained in reference (a) for maintaining cash balances and disposing of cash.

2. Cancellation. PERSUPPACTSANDIEGOINST 7240.1A

3. Definition. For the purpose of this instruction, cash is defined as both currency/coin and checks/negotiable instruments, but not NEX checks given to disbursing officers in exchange for "EX-CASH REMITTANCE" checks to be used by the NEX for cashing checks on payday.

4. Information. Reference (a) contains procedures for determining the maximum amount of cash that may be held in disbursing offices. Cash that is in excess must be promptly disposed of by depositing in a general depository (bank) for credit to the account of the U. S. Treasurer. Navy policy is that ashore in the United States, checks rather than cash will be utilized to the maximum extent possible.

5. Maximum Amount of Cash Authorized to be Held. No PERSUPPDET in the PERSUPPACT San Diego network is authorized to make cash payments; therefore, no cash is authorized to be held for that purpose. All cash received from collection agents and other remitters is considered excess cash. All excess cash shall be disposed of by depositing it in a general depository (bank) when the total equals \$1,000.00 or more, or once per week, whichever occurs sooner.

6. Depositing of Cash. Currency/coin must be deposited on a separate Deposit Ticket (SF-215) from checks/negotiable instruments. For deposit of currency/coin, the Deposit Ticket will contain the notation "CASH DEPOSIT" on the lower right-hand corner just above the signature area. For deposits of checks/negotiable instruments, a copy of each check shall be made and fastened to the yellow copy of the Deposit Ticket retained by detachment.

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7. Reporting of Cash Balances on Daily Agent Accountability Summary (DD Form 2665).

a. Cash balances will be reported on the Daily Agent Accountability Summary (DD Form 2665) in three categories, i.e., currency/coin, NEX checks awaiting deposit and other checks/negotiable instruments awaiting deposit. Enclosure (1) is an example of the proper categorizing of cash on the summary.

b. Since reference (a) authorizes disbursing offices to hold NEX checks given in exchange for an "EX-CASH REMITTANCE" check until the first banking day after payday, these checks are not to be considered when determining the amount of excess cash on hand.

8. Monitoring of Cash Balances. The following officials shall report all instances where detachments exceed the \$1,000.00 excess cash limitations to the Executive Officer:

a. MILPAY Department Fiscal Supervisor, when the detachment daily summaries are consolidated.

b. Quarterly Cash Verification Team, when conducting the quarterly surprise cash verification.

c. TQL Team, when detachment fiscal functions are being examined.


M. HAYES

Distribution:
PERSUPPACTSANDIEGOINST 5216.1G, Lists II

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. CUMULATIVE
(1)		ACCOUNTABILITY - BEGINNING					
(2)	I N C R E A S E S	ADVANCES		a. CASH	b. PREPOSITIONED CHECKS	c. OTHER	
(3)		VOUCHERED COLLECTIONS					
(4)		TREASURY CHECK ISSUES		a. VOUCHERED	b. OTHER		
(5)		TRANSFERS FROM OTHER DISBURSING OFFICERS					
(6)		EXCHANGE GAIN ACCUMULATIONS					
(7)		OTHER (Explain)					
(8)		TOTAL INCREASES					
(9)		GROSS ACCOUNTABILITY					
(10)	D E C R E A S E S	TRANSFERS TO OTHER DISBURSING OFFICERS					
(11)		EXCHANGE LOSS ACCUMULATIONS					
(12)		OTHER (Explain)					
(13)		RETURNS TO PRINCIPAL	a. PAID VOUCHERS	b. DEPOSIT TICKETS	c. OTHER RETURNS (Explain)		
(14)		TOTAL DECREASES					
(15)		ACCOUNTABILITY - ENDING					
SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE NO.		b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
(16)	LIMITED DEPOSITARY		UNITS	RATE			
(17)	CASH ON HAND (U.S.)						
(18)	CASH ON HAND (Foreign)	a. ACCOMMODATION	UNITS	RATE			
		b. OPERATING	UNITS	RATE			
(19)	PREPOSITIONED TREASURY CHECKS						
(20)	NEGOTIABLE INSTRUMENTS (U.S.)						
(21)	NEGOTIABLE INSTRUMENTS (Foreign)		UNITS	RATE			
(22)	MILITARY PAYMENT CERTIFICATES						
(23)	PAID VOUCHERS						
(24)	FUNDS IN TRANSIT						
(25)	FUNDS WITH SUBAGENTS						
(26)	DEPOSIT TICKETS (not LDA)						
(27)	DISHONORED CHECKS RECEIVABLE						
(28)	CHECK OVERDRAFTS RECEIVABLE						
(29)	LOSS OF FUNDS						
(30)	DEFERRED VOUCHERS						
(31)	OTHER (Explain)						
(32)	TOTAL AGENT ACCOUNTABILITY						
SECTION III - LOCATION OF CASH/NEGOTIABLE INSTRUMENTS							
a. LINE NO.		b. LOCATION	c. CASH (Foreign Units)	d. CASH (U.S.)	e. PREPOSITIONED CHECKS	f. MILITARY PAYMENT CERTIFICATES	g. OTHER
(33)	AGENT			\$123.45			
(34)	DEPUTY AGENT						
(35)	CASHIER						
(36)	OTHER (Specify) NEX+ CHECK DTD 010194 Awaiting Deposit				\$100,000.00		
(37)	TOTALS			\$123.45	\$1,500.00		
2 NAME OF AGENT (Type or Print)				3. ADDRESS OF AGENT (Type or Print)			
4. SIGNATURE OF AGENT							

(38) DEPOSIT TICKETS ON HAND

(39) PAID VOUCHERS ON HAND

(40) COLLECTION VOUCHERS ON HAND

(41) VOUCHERS RETURNED FOR CORRECTION (ON HAND)

(42) TREASURY CHECK STOCK ON HAND

DD Form 2665, AUG 93 (BACK)